

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)



Policy No. MRIIRS-IQAC-PL-SM/2019-20 Version 2

MRIIRS Policy and Procedures for Student Mentoring System (Effective from the date of notification)

Notified vide MRIIRS/REGR/2019/65 dated: 22nd July 2019

**MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND
STUDIES**

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HARYANA



MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

Deemed-to-be-University
Accredited by NAAC with A Grade in the First Cycle

MRIIRS Policy and Procedures for Student Mentoring System

Number: MRIIRS-IQAC-PL-SM/2019-20 Version 2

Committee Constituted for Preparation of draft on April 06, 2019

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Approval of BoM in its 29th meeting held on July 20, 2019

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History Sheet: Modification details with respect to Previous Version

Head	Modification
Mentorship -Point 5	Details of Vertical Mentoring System included
Mentor file format- Annexure B	Updated as per Vertical Mentoring System
Mentee Diary Format- Annexure C	Details of Co-curricular, extra-curricular, Entrepreneurship related points under Manav Rachna Life Skills
Mentorship Report to IQAC- Annexure D	Report to be submitted to IQAC-Format is devised

MRIIRS POLICY AND PROCEDURES FOR STUDENT MENTORING SYSTEM

In pursuance of the provisions of Section 26 of the Bye Laws of Manav Rachna International Institute of Research and Studies, the Board of Management of the Manav Rachna International Institute of Research and Studies hereby makes the following policy relating to 'Student Mentorship'.

1. SHORT TITLE AND APPLICATION

This Policy may be called Manav Rachna International Institute of Research and Studies Policy No. MRIIRS-IQAC-PL-SM/2019-20 Version 2 and titled as "MRIIRS Policy and Procedures for Student Mentoring System"

APPLICABILITY: This policy shall apply to mentors and mentees of all departments of Manav Rachna International Institute of Research and Studies (MRIIRS).

2. DEFINITIONS

In these Regulations, unless the context otherwise requires –

- I. **"MRIIRS"** refers to Manav Rachna International Institute of Research and Studies (Deemed-to-be-University declared under section 3 of UGC Act 1956 vide notification from Ministry of Human Resource Development, New Delhi.
- II. **"UGC"** refers to University Grants Commission, The University Grants Commission of India is a statutory body set up by the Indian Union government in accordance to the UGC Act 1956 under Ministry of Human Resource Development, New Delhi.
- III. **"Mentors"** refers to the teacher who is the first point of contact for assigned mentees to seek personal, academic and professional guidance and counselling.
- IV. **"Mentees"** refers to the student who is being counselled and guided by a mentor.
- V. **"Vertical mentorship"** refers to a process of mentoring a diverse group of mentees from each batch of the particular program.
- VI. **"Board of Management"** refers to the principal organ of Management and principal executive body of Manav Rachna International University.

3. PREAMBLE

Student mentoring, counseling and guidance are three vital inputs for an efficacious student support process. The students need this support to overcome their personal, social and academic problems which impede their studies.

The students often face pressure after joining the professional courses. These may be of a varied nature, which may be academic, personal, or career related. At times, due to these anxieties, they feel stressed and this may impede the progress of their pursuit. There are cross-cultural, ethnic disparities, increasing academic competition, peer pressure, exertions from parents, unique teenage problems, mounting career demands and aspirations among the student community. To enable students to stay firm while going through vexations of such stress factors, the university will have an independent but well-coordinated system for student support and mentoring.

4. SCOPE

Each department of the University shall have a well-entrenched student mentoring mechanism for overall development of the students including career counseling, stress-busting, eclectic progress, soft skill development, career-path-identification, and orientation to well-being.

5. MENTORING

Mentoring is a process that covers many types of environments and relationships, ranging between formal and informal approaches. A formal approach may involve developing effectiveness within a structured programme; this tends to be more widely used within a business environment. Informal mentoring may consist of a more casual relationship. Regardless of the type of approach, it is important to regard mentoring as a process, as this reflects the ongoing nature of the relationship, irrespective of the environment.

Manav Rachna International Institute of Research and Studies, Faridabad will adapt and implement vertical mentoring system from AY 2019-20 onwards throughout the university that allows the teacher to concentrate on the key groups of the students. Each vertical mentor group will include random students from each batch of a particular programme. This will have two stage mentoring- first is mentoring mentor to vertical mentees and second is peer

mentoring (mentoring by senior students). This helps in developing responsibility specific and leadership skills among senior batch students by sharing their personal and professional experiences including course related guidance, internship related guidance, project assistance, preparation towards placement guidance and many more with junior batch students in a vertical mentor-mentee group. Moreover, with peer group vertical mentoring, the senior students take responsibility for induction of junior students and positive relationship gets flourished between them.

Recognizing the fact that many faculty members may not have right mentoring and counselling skills, the university will arrange from time-to-time mentor-training programmes for faculty and staff members. This interaction can benefit the mentors as it allows them to widen their circle of influence and be recognized as contributing to the organization as a whole.

6. GUIDELINES FOR MANAGING MENTORING PROGRAM

The different units of the university having mentoring and counseling system will follow these guidelines:

- a) There will be an assessment of the counseling needs of the students and a proactive approach shall be followed.
- b) Counseling sessions will be organized including deploying outside professional, if required.
- c) Mentoring goals will be set. These may include lowering the dropout rate, improving academic performance, enhancing self-esteem, poise, confidence and learning new skills.
- d) Confidentiality must be adequately built into the counseling process. It must be based on informed consent.
- e) All units of the university will maintain pre-defined schedules for mentoring and counseling sessions which will be communicated to all the stakeholders well in advance.
- f) The different units of the university will arrange training of prospective mentors, if required so that they can discharge this function effectively.

7. ROLES AND RESPONSIBILITIES OF MENTOR

- Each faculty member shall be allocated with 20-25 students under the mentoring system. Mentors would regularly meet students to solve their problems, track their progress in academics, co-curricular activities, personality development, communication skills, career counseling, holistic development, life skills and interpersonal relationships. Proper records shall be maintained by each department in respect of student counseling.
- Faculty Mentors would conduct a meeting with the students preferably fortnightly, to discuss their Academic progress, participation in other activities or any other issue.
- A complete track of the student activities like Academic, Co-curricular, Extra Curricular achievements, Social activities and the details of Parents Meetings will be registered in the system.
- Any discrepancy in the student behavior like short attendance, poor performance in academics etc. will be analyzed and the student will be counseled with care.
- Faculty mentor shall update regarding such cases to the HoD and senior Professors of the department. They shall scrutinize critical cases and would suggest corrective measures. If necessary, they shall call Parents for discussions.
- Parents will be kept in the loop and will be periodically updated on their ward's performance.

The aim of such a support system is to help the students to cope up academically, give personal counseling, extend career guidance; support co-curricular activities coordinate welfare activities, interact with parents, seek students' involvement in pursuit of university vision and objectives and establish healthy, cooperative and a salubrious academic ambience in the university. They would always be counseled to develop professional competitiveness as well as ethics, human values, sense of social responsibility and environmental consciousness.

8. REPORTING MECHANISM AND RECORD MANAGEMENT

The mentorship files shall be maintained by each faculty mentor as per the guidelines and proformas of student mentorship. At the end of the semester, records shall be submitted to the head of the department. The consolidated report on mentorship shall be submitted by HoD through respective Deans/Directors for the review of IQAC members.

For effective implementation of this Policy for Student Mentoring System, the Standard Operating Procedures as outlined in **Annexure A shall be observed.**

Standard Operating Procedures for Student Mentoring System

For effective implementation of the Policy for Student Mentoring System, the following SOPs shall be observed at MRIIRS:

1. The department will assign a mentor for each student in the first semester of their programme. The University will have vertical mentorship system.
2. Each HOD along with the senior professors/faculty members of the department will review and finalize the allocation of mentors and mentees at the start of each semester. The updated list shall be also be notified time to time depending upon new admissions, appointment /resignation of faculty members etc.
3. A mentoring schedule for formal interaction of student and mentor throughout the semester will be prepared in such a manner that each student will get an opportunity to meet with the mentor preferably once in 15 days.
4. The finalized allocation and schedule of mentor-mentee interaction shall be notified to the students by respective head of the department/mentoring coordinator of the department
5. Each mentor will maintain a complete mentor file (**Appendix I**) including contact details of assigned mentees and their parents, sessional and end semester examination records of each mentee, attendance records, all records of details of interaction/meetings with mentees and mentee diary of each mentee as per **Appendix II**.
6. The day-to-day issues of mentees, if any will be resolved by the respective mentors.
7. Mentors will track the performance (attendance, academic performance and performance in extra-curricular activities) of respective mentees. They will counsel the respective students as per their records and communicate the same to their parent through email/telephonically.
8. Student issues which require intervention of head of the department will be reported to head of the departments by respective mentors. Such issues will be resolved at the HoD level along with consultation of senior faculty members.

9. Each mentor will interact with the assigned students and assess the counseling needs of the students in formal or informal way. If required, practical counseling sessions may be organized including outside professional.
10. At the end of each semester, respective head of the department shall submit the mentorship report to IQAC as per **Appendix III**.

The above-stated Standard Operating Procedures for Students Mentoring System will be operational and valid till the policy for Students Mentoring System is changed/ revised



MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(DEEMED TO BE UNIVERSITY)

FACULTY OF _____

MENTOR'S DIARY

Name of Mentor:

Name of Department:

Name of Programme:

Number of Mentees:

Academic Session:

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(DEEMED TO BE UNIVERSITY)

FACULTY OF.....

DEPARTMENT OF

Class/Semester:

Contents:

1. Roles and Responsibilities of Class Mentor
2. Academic Calendar
3. List of Mentees
4. Contact Details of Students and Parents
5. Mentees Record (Examination, Attendance, Achievements etc)
6. Time slot fixed for Mentor-Mentee meeting
7. Annexures: I. Mentor-mentee meeting records
II. Notices

Name and signatures

Class Mentor

Name and signatures

HOD

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(DEEMED TO BE UNIVERSITY)

FACULTY OF.....

DEPARTMENT OF

Roles and responsibilities of Vertical Mentor:

- To Keep complete database of the Student/Mentee (Name of Parent, Address, Contact detail of student and parents, Email of student and parents and update the same as and when there is any change.
- Form regular group mail and be in touch with the students/mentees regularly.
- Have regular meeting with students/mentees and try to resolve their problems and grievances at their level or bring the same to the notice of higher authority.
- Keep the updated record of students/mentees in respect of attendance, sessional tests any specific achievements etc.
- Keep regular correspondence (at least once in a month with parents of students/mentees having less attendance or sessional marks.
- To pass on information about the students/mentees to their parents as when asked by the parents.
- Will act as interface between students and HOD/Director and Dean for any matter

There will be a vertical Mentor for a group of 20-25 students/mentees.

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(DEEMED TO BE UNIVERSITY)

Faculty of

Department of

Mentee Details:

S. No.	Admission Year	Programme	Name of Mentee	Contact No.	Institutional email id

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(DEEMED TO BE UNIVERSITY)

Faculty of

Department of

Contact Details of Parents:

S. No.	Name of Mentee	Name of Father	Name of Mother	Contact No. of Father	Contact No. of Mother	Email- id(s)

**MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES
(DEEMED TO BE UNIVERSITY)**

Faculty of

Department of

Mentor-Mentee Meeting:

Academic Year:

Date:

Name of the Mentee	Roll No. of Mentee	Issues	Solutions Suggested

Discussion Points:

- 1.
- 2.
- 3.

Name and Signatures of Mentor

Name and signatures of HoD

Appendix II : Mentee Diary Format



MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed-to-be-University)

MENTEE DIARY

NAME:
ROLL NO.:
DEPARTMENT:

1. MENTEE RECORD

PERSONAL DETAILS	
Name	
Roll No	
Programme and Branch	
DOB	
Age	
Blood Group	
Aadhar Card No.	
Category	
Religion	
Nationality	
Medical History	
Address	
Contact Number	
E-mail-id (Personal) Institutional e-mail id	
FAMILY DETAILS	
Name of Father	
Contact No.	
Educational Qualification	
Occupation details	
Email-id	
Name of Mother	
Contact No.	
Educational Qualification	
Occupation details	

Email-id	
Sibling details	
Family Income	
HOSTELLER DETAILS	
Name of Local Guardian	
Contact No.	
Correspondence Address	
Email-id	
Relation with Local Guardian	
Address of PG (if applicable)	
Contact No.-	

PREVIOUS ACADEMIC DETAILS

a. Details of Qualifying Examination:

Exam Passed	Institute	Board/University	Year of Passing	Percentage	Language of Instructions

b. Details of Co-curricular/Extra-curricular/Cultural Activity Participations and Awards

- a.
- b.
- c.
- d.

HOBBIES AND INTERESTS

a.

b.

c.

d.

Any other information:

2. SEMESTER WISE PERFORMANCE RECORD: MANAV RACHNA LIFE SKILLS

CATEGORY I: CO-CURRICULAR

S.No.	Description of Activity	Points earned

Name and Signatures of Mentor

CATEGORY II: EXTRA-CURRICULAR

S.No.	Description of Activity	Points earned

Name and Signatures of Mentor

CATEGORY III: ENTREPRENEURSHIP

S.No.	Description of Activity	Points earned

Name and Signatures of Mentor

Annexures: Certificates/ Appreciation Letters for Co-curricular and extra-curricular activities

3. SEMESTER WISE ACADEMIC PERFORMANCE RECORD:

SEMESTER-I

Course Title	Course Teacher	Mid Semester Test-1	Mid Semester Test-2	Attendance	Grade obtained	Backlog, if any
SGPA obtained						
CGPA till date						

Annexures – Detailed marks cards of semester

Name and Signatures of Mentor

SEMESTER-II

Course Title	Course Teacher	Mid Semester Test-1	Mid Semester Test-2	Attendance	Grade obtained	Backlog, if any
SGPA obtained						
CGPA till date						

Annexures – Detailed marks cards of semester

Name and Signatures of Mentor

Similarly, record shall be maintained for each semester.

4. SEMESTER WISE RECORD OF MENTOR-MENTEE MEETINGS

Semester: I

AY:

DATE	ISSUE RAISED	SOLUTION SUGGESTED

Any other suggestion by mentor:

Name and Signatures of Mentor

Semester: II

AY:

DATE	ISSUE RAISED	SOLUTION SUGGESTED

Any other suggestion by mentor:

Name and Signatures of Mentor

Similarly, record shall be maintained for each semester.

Appendix III: Student Mentorship Report to IQAC

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

FACULTY OF.....

DEPARTMENT OF.....

Student Mentorship Report to IQAC (Odd/Even-semester: AY.....)

Preamble

-
-
-
-

1. The summary of meetings conducted along with required annexures is presented as follows:

Name of the Mentor	Designation	Number of mentees assigned	Number of meetings conducted during a semester

2. Major concerns were reported and resolved at the HoD level:

Name of student	Roll No. of student	Name of the mentor	Any major concern	Action Taken with status

Any other points to be reported:

HoD-Name and signatures

Department of